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ABSTRACT

This report presents the following five instructional objectives tailored to meet the goal of preparing Adelphi University (New York) freshman to become independent learners and information literate: (1) students will be introduced to the services and resources of the university libraries; (2) students will understand the role of the librarian as an information specialist; (3) students will learn to use ALICAT as an example of a library catalog whose features are transferable to other databases; (4) students will be able to distinguish between a periodical index and the World Wide Web for credible, reliable sources for their research; and (5) students will understand the basics of searching periodical indexes and abstracts using electronic resources. Each objective is followed by an explanatory concept. The instructional module is in two sessions, the first of which provides for an introduction to the library proper, the role of the librarian, and a demonstration of the online public access catalog. The second session introduces indexes and abstracts and demonstrates the use of electronic resources. Suggested activities are appended to each session, and an assessment is attached, as well as a list of suggested books and Web sites used in the preparation of this report. (Contains assessment questions and a list of some Web site literacy resources consulted by report committee members.) (MES)

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Report of the Committee to Develop the Library and Information Technology Session for the Freshman Experience

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ABSTRACT

This report presents five instructional objectives tailored to meet the goal of preparing university freshman to become independent learners and information literate. Each objective is followed by an explanatory concept. The instructional module is in two sessions, the first of which provides for an introduction to the library proper, the role of the librarian, and a demonstration of the online public access catalog. The second session introduces indexes and abstracts and demonstrates the use of electronic resources. Suggested activities are appended to each session, an assessment is attached, as is a list of suggested books and websites used by the librarians in the preparation of this report

Introduction

The goal of the library instruction module of the Freshman Orientation Experience (FORE) is the development of life-long literacy skills that will prepare students to become self-motivated, independent learners. It is one module of a course required of freshmen entering Adelphi University in the fall 1999 semester; the course itself gives freshmen a wide exposure to university services. The Report of the Committee to Develop the Library and Information Technology Sessions for the Freshman Experience concentrates on a basic introduction to information literacy that library faculty could use as a template for individual instructional sessions. The librarians felt that, although their teaching styles and methodology would vary, it was important to ensure that all freshmen would receive the same content. The committee charged with preparing this course of study met on May 14, 1999 and then approximately every two weeks through June. The full library faculty was invited to a meeting to discuss progress and comment on the report; this gave the committee the opportunity to gather recommendations and feedback and edit the report to accommodate the newly acquired suggestions.

The committee stressed that such feedback was an important factor in the decision-making process as it was faced with some daunting pedagogical problems in its task. Some of these were:

Learners:

How to tailor a presentation with a minimum of knowledge about the prospective learners re learning styles, background, and experience in library usage.

Assessment:

How to assess the strengths and weaknesses of the presentations for revisions for future sessions.

Content:

How to present as much information as possible, yet avoid overload.

Lecture Vs. hands-on:

How best to demonstrate procedures if there was little possibility of student application.

Equipment:

How to provide for alternatives if electronic equipment used in the demonstrations did not work.

Handouts:

What, if any, handouts should be provided.

Motivation:

How to invoke interest in theoretical search problems and make the sessions meaningful and relevant.

The committee stressed that the outlined sessions were and would always be a work in progress and in September 1999, a full and final Report of the Committee to Develop the Library and Information Technology Session for the Freshman Experience was presented to and accepted by the library faculty.

Sondra Barbakoff, Assistant Professor

REPORT OF THE COMMITTEE TO DEVELOP THE LIBRARY AND INFORMATION TECHNOLOGY SESSION FOR THE FRESHMAN EXPERIENCE

THE COMMITTEE MEMBERS ARE PROFESSORS SONDRA BARBAKOFF, ELOISE BELLARD, GLORIA ROBERSON, AND LINDA WEINBERG (CHAIR).

DESCRIPTION AND RATIONALE:

THE LIBRARY INSTRUCTION COMPONENT OF THE FRESHMAN EXPERIENCE CONSISTS OF TWO 50 MINUTE SESSIONS WITH APPROXIMATELY 18 STUDENTS PER CLASS. THEY ARE SCHEDULED FROM OCTOBE R 12-27 (SESSION 1) AND NOVEMBER 2-17 (SESSION 2).

AFTER LENGTHY DISCUSSION AND REVIEW OF COURSES OFFERED BY OTHER INSTITUTIONS, IT WAS DECIDED TO LIMIT THE CONTENT OF THE LIBRARY AND INFORMATION TECHNOLOGY SESSION TO COVER FIVE OBJECTIVES THAT WILL EMPOWER STUDENTS TO USE THE LIBRARY WITH A MEASURE OF COMFORT AND THE BASIC KNOWLEDGE OF HOW TO USE ITS RESOURCES. THE SESSIONS FOCUS ON A BASIC INTRODUCTION TO INFORMATION LITERACY BY DESCRIBING AND OR DEMONSTRATING THE SERVICES AND RESOURCES OF THE UNIVERSITY LIBRARIES. USE OF THE LIBRARIES' ONLINE CATALOG (ALICAT) AND ELECTRONIC RESOURCES WILL BE EMPHASIZED.

THE COMMITTEE WOULD LIKE TO EMPHASIZE THAT TEACHING METHOD AND STYLE AS WELL AS SELECTION OF WHEN TO INTRODUCE THE CONCEPTS THAT FOLLOW ARE LEFT TO THE FACULTY DELIVERING THE INSTRUCTION. AS LONG AS THE BASIC OBJECTIVES ARE COVERED, FACULTY HAVE COMPLETE DISCRETION OF WHETHER OR NOT TO FOLLOW THE SESSION OUTLINES AND ACTIVITIES.

GOAL: STUDENTS WILL BECOME INDEPENDENT LEARNERS

OBJECTIVE 1: STUDENTS WILL BE INTRODUCED TO THE SERVICES AND RESOURCES OF THE LIBRARIES

CONCEPT
SWIRBUL LIBRARY IS DEDICATED TO THE ACADEMIC AND CULTURAL GROWTH OF ADELPHI STUDENTS. IT CONTAINS AND HAS ACCESS TO MANY SERVICES AND RESOURCES SUPPORTING THIS GROWTH. IT STRIVES TO MAINTAIN A FRIENDLY AND APPROACHABLE ATMOSPHERE IN WHICH STUDENTS CAN WORK AND SEEK ASSISTANCE.

OBJECTIVE 2: STUDENTS WILL UNDERSTAND THE ROLE OF THE LIBRARIAN AS AN INFORMATION SPECIALIST.

CONCEPT
LIBRARIANS ASSIST AND GUIDE STUDENTS IN THEIR ACADEMIC AND CULTURAL GROWTH. LIBRARIANS AT THE REFERENCE DESK ARE ALWAYS READY TO WORK WITH STUDENTS.

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OBJECTIVE 3: STUDENTS WILL LEARN TO USE ALICAT AS AN EXAMPLE OF A LIBRARY CATALOG WHOSE FEATURES ARE TRANSFERABLE TO OTHER DATABASES.

CONCEPT

ALICAT IS AN EXAMPLE OF A LIBRARY CATALOG AND A COMPUTERIZED DATABASE. ITS USE DIFFERENTIATES BETWEEN A LIBRARY'S HOLDINGS AND THOSE RESOURCES AVAILABLE THROUGH OTHER ELECTRONIC RESOURCES OR IN OTHER LIBRARIES. IT ALSO ALLOWS FOR THE RETRIEVAL AND STORAGE OF INFORMATION IN WAYS THAT ARE APPLICABLE TO OTHER COMPUTERIZED DATABASES: IT IS ORGANIZED BY FIELDS, DATA MAY BE RETRIEVED BY CONTROLLED VOCABULARY OR KEYWORD AND MAY BE LIMITED.

OBJECTIVE 4: STUDENTS WILL BE ABLE TO DISTINGUISH BETWEEN A PERIODICAL INDEX AND THE WORLD WIDE WEB FOR CREDIBLE, RELIABLE SOURCES FOR THEIR RESEARCH.

CONCEPT

PERIODICALS INCLUDE MAGAZINES, JOURNALS, AND NEWSPAPERS WHICH ARE USUALLY PUBLISHED ON A REGULAR BASIS. ACCESS TO THIS LITERATURE IS THROUGH COMMERCIALLY PUBLISHED INDEXES, GENERAL OR SPECIAL IN NATURE. INFORMATION FOUND ON THE WORLD WIDE WEB, HOWEVER, IS NOT LIMITED TO PERIODICALS, BUT CAN COME FROM ANY SECTOR SUCH AS COMMERCIAL ENTERPRISES, PERSONAL WEB PAGES, GOVERNMENT BODIES, ORGANIZATIONS, ETC. THIS INFORMATION DOES NOT NECESSARILY GO THROUGH THE PUBLISHING PROCESS OR MEET EDITORIAL APPROVAL AND THUS REQUIRES GREATER SCRUTINY.

OBJECTIVE 5: STUDENTS WILL UNDERSTAND THE BASICS OF SEARCHING PERIODICAL INDEXES AND ABSTRACTS USING ELECTRONIC RESOURCES.

CONCEPT

PERIODICAL INDEXES AND ABSTRACTS PROVIDE ACCESS TO ARTICLES. ARRANGEMENT IS USUALLY BY SUBJECT AND DATA MAY BE RETRIEVED BY CONTROLLED VOCABULARY OR KEYWORD. BOOLEAN CONNECTORS AND OTHER LIMITING TECHNIQUES CAN REFINE A SEARCH. BECAUSE INDEXES ARE COMMERCIALLY PRODUCED, EACH MAY REQUIRE SLIGHTLY DIFFERENT PROTOCOLS.

SESSION I:

1. THROUGH A PHYSICAL, VERBAL, OR VIRTUAL TOUR OF SWIRBUL LIBRARY, POINT OUT AND DESCRIBE AS NECESSARY:

    - CIRCULATION
    - RESERVE
    - REFERENCE DESK
    - REFERENCE STACKS
    - ALICAT AND DATABASE TERMINALS
    - HAY LAB
    - CIRCULATING STACKS
    - FINE ARTS
    - NONPRINT
    - CMC (CURRICULUM MATERIALS CENTER)
    - PERIODICALS AND MICROFORMS
    - COMPUTER LAB
    - COPY CENTER
    - COPY MACHINES
    - REST ROOMS

2. EXPLAIN THE ROLE OF THE LIBRARIAN AT THE REFERENCE DESK:

    - INFORMATION SPECIALIST – SKILLED IN FINDING INFORMATION
    - ANSWERS REFERENCE QUESTIONS
    - HELPS LOCATE MATERIALS FOR ASSIGNMENTS
    - INSTRUCTS IN USE OF ALICAT
    - INSTRUCTS IN USE OF ELECTRONIC RESOURCES

3. DEMONSTRATE THE USE OF ALICAT SO THAT STUDENTS WILL UNDERSTAND THE CONCEPT OF A CATALOG AND THAT SKILLS USED IN SEARCHING A CATALOG ARE TRANSFERABLE TO OTHER MEDIUMS (OR DATABASES)

    - TYPES OF MATERIAL – LIBRARY ACQUIRES MATERIALS IN MANY FORMATS AND ALL CAN BE ACCESSED THROUGH THE ONLINE CATALOG

    - MAIN MENU – PROVIDES ACCESS TO LIBRARIES' HOLDINGS BY MEANS OF AUTHOR, TITLE, SUBJECT, AND KEYWORD SEARCHING

    - CONTROLLED VOCABULARY -LIBRARY OF CONGRESS SUBJECT HEADING (LC)-USED FOR SUBJECT SEARCHING

    - KEYWORD SEARCHING – IN ALICAT, KEYWORD SEARCHES A TERM IN ALL TITLES AND THE CONTENT NOTE FIELD. IT DOES NOT SEARCH SUBJECT FIELDS.

- FIELDS – ALL RECORDS ARE COMPOSED OF FIELDS SUCH AS THE AUTHOR FIELD, THE TITLE FIELD, ETC. ONLY CERTAIN FIELDS ARE INDEXED WHICH MAKES THEM SEARCHABLE.

- LOCATIONS – THE BOX IN THE CENTER OF THE FULL RECORD INDICATES AN ITEM'S LOCATION IN THE LIBRARIES AND ITS AVAILABILITY. IN ORDER TO FIND AN ITEM YOU MUST KNOW ITS LOCATION AND CALL NUMBER.

- BROWSE CAPABILITY – IT IS POSSIBLE TO BROWSE TITLES WHEN MULTIPLE ENTRIES ARE FOUND AND TO BROWSE THE SHELVES WITHOUT LEAVING THE TERMINAL.

- LIMIT CAPABILITY – IT IS POSSIBLE TO NARROW A SEARCH BY SETTING LIMITS.

- CALL NUMBERS (LC AND NON-LC) – A CALL NUMBER IS LIKE AN ADDRESS AND WILL TELL YOU THE GENERAL TOPIC OF THE ITEM. LC CALL NUMBERS ARE ALPHA-NUMERIC. THE BEGINNING LETTERS REPRESENT THE SUBJECT OF THE ITEM. MOST GOVERNMENT DOCUMENTS HAVE SUPERINTENDENT OF DOCUMENT (SUDOC) CALL NUMBERS THAT INCLUDE PUNCTUATION SUCH AS COLONS AND SLASHES AND ARE SHELVED IN THE GOVERNMENT DOCUMENTS AREA OF THE STACKS.

- RECORD MENU OPTIONS – FOUND AT THE BOTTOM OF A RECORD, THESE ALLOW YOU TO MANEUVER WITHIN A SPECIFIC RECORD, WITHIN MULTIPLE ENTRIES AND WITHIN THE ENTIRE CATALOG.

- NON-CLASSIFIED MATERIALS – ALL PERIODICALS AND MOST BOOKS ON ORDER DO NOT HAVE CALL NUMBERS.

- RESERVE MATERIALS – ITEMS IN THE RESERVE COLLECTION MAY BE ACCESSED FROM THE MAIN MENU. PROFESSOR OR COURSE MAY SEARCH THEM.

- LIBRARY INFORMATION – HOURS AND OTHER INFORMATION MAY BE ACCESSED FROM THE MAIN MENU.

- WORLDCAT - THIS IS AN EXAMPLE OF AN INTERNATIONAL ONLINE CATALOG. IT IS ACCESSIBLE THROUGH FIRSTSEARCH, ONE OF THE LIBRARY'S ELECTRONIC DATABASE S.

- INTERLIBRARY LOAN (ILL) - THIS SERVICE PROVIDES STUDENTS WITH BOOKS AND ARTICLES FROM OTHER LIBRARIES WHEN THEY ARE NOT OWNED BY THE ADELPHI LIBRARIES.

SUGGESTED ACTIVITIES (SESSION 1):

1. TOUR OF SWIRBUL.
2. IN ALICAT, DEMONSTRATE AUTHOR, TITLE, SUBJECT AND KEYWORD SEARCHES FROM THE MAIN MENU.
3. DISPLAY AND REVIEW A RECORD FOR A BOOK TO FIND THE CALL NUMBER, PUBLICATION DATE, ITEM LOCATION, AND STATUS.
4. PERFORM A SUBJECT SEARCH EXPLAINING THE USE OF A CONTROLED VOCABULARY. USE THE RECORD MENU OPTION TO CHANGE TO A WORD SEARCH.
5. PERFORM A TITLE SEARCH THAT RETRIEVES MANY ENTRIES AND USING THE MENU OPTION, LIMIT THE SEARCH BY DATE, LOCATION, FORMAT, ETC.
6. DISPLAY AND REVIEW RECORDS WITH SUDOC AND OTHER NON-LC CALL NUMBERS.
7. PERFORM A SEARCH THAT RETRIEVES MULTIPLE ENTRIES. DEMONSTRATE HOW TO MANEUVER BACK AND FORTH THROUGH THE RECORDS USING THE MENU OPTIONS.
8. DEMONSTRATE THE BROWSING CAPABILITY OF ALICAT BY DISPLAYING A RECORD AND USING THE "Z" MENU OPTION TO SHOW ITEMS NEARBY ON SHELF AND THE "S" MENU OPTION TO SHOW SIMILAR ITEMS FOR ADDITIONAL AUTHOR, TITLE, AND SUBJECT ENTRIES.

SESSION 2:

1. BRIEF REVIEW OF SESSION 1.

2. DEFINE AND EXPLAIN THE NATURE OF PERIODICALS:

   - CURRENCY OF INFORMATION
   - POPULAR VS SCHOLARLY
   - PAPER VS ELECTRONIC
   - PERIODICALS HOLDINGS LIST OF THE ADELPHI UNIVERSITY LIBRARIES
   - INTERLIBRARY LOAN

3. DEFINE AND EXPLAIN THE NATURE OF INDEXES AND ABSTRACTS:

   - INDEX LISTS ARTICLES BY SUBJECT, ETC.
   - ABSTRACT IS INDEX WITH SUMMARY OF ARTICLE
   - CURRENT AND HISTORIC INFORMATION
   - TIMESAVER - IMPRACTICAL TO BROWSE ALL PERIODICALS FOR APPROPRIATE ARTICLES.
   - GENERAL VS SUBJECT SPECIFIC.
   - PAPER VS ELECTRONIC.

4. DEMONSTRATE THE USE OF ELECTRONIC DATABASES

   - ADELPHI LIBRARY WEB PAGE – ELECTRONIC RESOURCES
   - KEYWORD SEARCHING – WILL SEARCH TERMS IN ANY FIELD WITHIN A RECORD
   - BOOLEAN SEARCHING – CAN BROADEN OR NARROW A SEARCH OR EXCLUDE UNWANTED TERMS
   - CONTROLLED VOCABULARY – USE THE THESAURUS TO IDENTIFY TERMS SPECIFIC TO EACH DATABASE
   - INDEX – USE TO FIND NAMES OF AUTHORS AND FORM OF ENTRY OF JOURNAL TITLES
   - FIELDS – ALL RECORDS ARE COMPOSED OF MANY DIFFERENT FIELDS,
   - AUTHOR, TITLE, ETC.
   - FULL-TEXT – SOME ELECTRONIC DATABASES PROVIDE THE ENTIRE TEXT OF ARTICLES
   - LIMIT CAPABILITY – IT IS POSSIBLE TO NARROW A SEARCH BY SETTING LIMITS WHICH VARY WITH EACH DATABASE

- JOURNAL ABBREVIATIONS - LIST OF JOURNAL TITLES AND ABBREVIATIONS CAN BE FOUND IN HARD COPY INDEXES

- CITATIONS – PROVIDE THE INFORMATION NECESSARY TO LOCATE ARTICLES IN THE LIBRARY AND THROUGH ILL, AND FOR PREPARING FOOTNOTES AND BIBLIOGRAPHIES. PROFESSORS WILL OFTEN SPECIFY THAT FOOTNOTES AND BIBLIOGRAPHIES BE WRITTEN IN ACCORDANCE WITH A PARTICULAR STYLE MANUAL.

- PLAGIARISM – IT IS IMPORTANT TO CITE THE INFORMATION YOU FIND IN OTHER AUTHOR'S WRITINGS SO AS NOT TO PASS IT OFF AS YOUR OWN

- MARKING AND PRINTING – VARIES WITH DIFFERENT DATABASES

- DATABASE SEARCHING VS WWW - SEARCHING TECHNIQUES DEMONSTRATED IN ALICAT AND PERIODICAL DATABASES ARE NOT WHOLLY TRANSFERABLE TO THE WWW.

SUGGESTED ACTIVITIES (SESSION 2)

1. IN ALICAT, DISPLAY AND REVIEW A RECORD FOR A PERIODICAL TO FIND THE LOCATION AND HOLDINGS FIELDS.

2. SHOW PERIODICALS IN SINGLE ISSSUE, TOGICED (CARDBOARD BINDING), AND BOUND.

3. SHOW AND DESCRIBE PERIODICALS HOLDINGS LIST.

4. SHOW HARD COPY INDEX AND ABSTRACT.

5. RETRIEVE LIST OF ELECTRONIC RESOURCES ON THE LIBRARY WEB PAGE

6. PERFORM A SEARCH IN EBSCOHOST AND EXPLAIN FIELDS, BRIEF AND FULL RECORDS, CITATIONS, FULL-TEXT, HOLDINGS NOTE, RESULT LIST, HYPERTEXT LINKS, MARKING, AND PRINTING.

7. PERFORM A SEARCH IN A SUBJECT SPECIFIC DATABASE S SUCH AS ERIC IN WEBSPIRS. EXPLAIN THE THESAURUS AND INDEX, TYPES OF SEARCHES, LIMIT CAPABILITY, FIELDS, BRIEF AND FULL RECORD DISPLAYS, CITATIONS, HYPERTEXT LINKS, ACCESSION NUMBERS, DOCUMENT TYPES, RESULT LIST, AND PRINTING.

8. PERFORM A WEB SEARCH AND COMPARE THE RESULTS WITH THOSE OF THE DATABASE SEARCHES. DISCUSS REASONS FOR DISPARITY.

ASSESSMENT QUESTIONS

1. ALICAT IS OUR ONLINE CATALOG. YOU CAN SEARCH IT TO FIND

   a) BOOKS AND OTHER ITEMS WE OWN
   b) BOOKS AND OTHER ITEMS IN ALL LIBRARIES ON LONG ISLAND
   c) JOURNAL AND MAGAZINE ARTICLES
   d) BOOKS YOU CAN ORDER
   e) ALL OF THE ABOVE

2. WHERE DO PROFESSORS PUT BOOKS AND ARTICLES FOR LIMITED USE BY A CLASS?

   a) AT THE REFERENCE DESK
   b) AT THE CIRCULATION DESK
   c) AT THE RESERVE DESK
   d) AT THE PERIODICALS DESK

3. STUDENTS WILL FIND A LIBRARIAN /INFORMATION SPECIALIST AT THE REFERENCE DESK.

   a) TRUE
   b) FALSE

4. TO FIND A BOOK IN THE ADELPHI LIBRARIES YOU MUST KNOW THE LOCATION AND CALL NUMBER.

   a) TRUE
   b) FALSE

5. PLAGIARISM, OR USING ANOTHER AUTHOR'S WORDS AS YOUR OWN

   a) IS ACCEPTABLE UNDER CERTAIN CONDITIONS
   b) IS A SERIOUS OFFENSE
   c) IS A GOOD WAY TO ADD INFORMATION TO A PAPER
   d) IS USUALLY NEVER DISCOVERED
   e) ALL OF THE ABOVE

6. AN IMPORTANT DIFFERENCE BETWEEN MAGAZINES AND JOURNALS IS THAT MAGAZINES CONTAIN SCHOLARLY INFORMATION.

   a) TRUE
   b) FALSE

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7. IN MOST DATABASES, A KEYWORD SEARCH LOOKS FOR WORDS

   a) ONLY IN THE TITLE AND SUBJECT FIELDS
   b) ONLY IN THE TITLE AND AUTHOR FIELDS
   c) ONLY IN THE TITLE, AUTHOR, AND SUBJECT FIELDS
   d) IN ALL FIELDS

8. SUBJECTS LISTED IN ALICAT ARE TERMS USED BY THE LIBRARY OF CONGRESS.

   a) TRUE
   b) FALSE

9. INTERLIBRARY LOAN IS A SERVICE PROVIDED BY ADELPHI TO PATRONS THAT ALLOWS THEM TO

   a) IDENTIFY PERIODICALS OTHER LIBRARIES **OWN**
   b) BORROW BOOKS OR ARTICLES FROM OTHER LIBRARIES.
   c) LOCATE SPECIAL COLLECTIONS AT OTHER LIBRARIES
   d) GO TO ANOTHER LIBRARY TO USE ITS RESOURCES.

10. INDEXES AND ABSTRACTS

   a) LIST ARTICLES BY SUBJECT
   b) MAY CONTAIN A SUMMARY OF AN ARTICLE
   c) MAY BE IN PAPER OR ELECTRONIC FORMAT
   d) HELP YOU TO FIND CURRENT AND HISTORICAL INFORMATION
   e) ALL OF THE ABOVE

11. THE INFORMATION FOUND ON THE WORLD WIDE WEB IS ALWAYS UP-TO-DATE AND RELIABLE.

   a) TRUE
   b) FALSE

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The following is a list of some of the information literacy resources on the Internet that were consulted by the committee members.
All sites were reviewed on November 11, 1999 for currency.

http://libweb.uoregon.edu/

http://lcweb.loc.gov/global/internet/training.html

http://www.bgsu.edu/colleges/library/

http://www.fiu.edu/~library/ili/ilicurr.html

http://www.lib.berkeley.edu/TeachingLib/BIResources.html

http://www.lib.calpoly.edu/infocomp/index_calpoly.html

http://www.umsl.edu/services/library/bi/bihome.htm

http://www.univnorthco.edu/library/guides.htm

Instructionhttp://www.csupomona.edu/~library/InfoComp/objectives.html